

## CHILD CARE CENTER RECORD REQUIREMENTS

Michigan Department of Human Services  
Bureau of Children and Adult Licensing

### REQUIRED STAFF RECORDS

- ☐ Program Director credentials; live scan fingerprinting 5102(1)(b); 5103(3)
- ☐ Lead Caregiver credentials 5103a(5)
- ☐ School-age Multi-site Program Director credentials 5302(3)
- ☐ School-age Site Supervisor credentials 5306
- ☐ ICHAT results (Internet Criminal History Access Tool) – 5102(2)(b)
- ☐ DHS Central Registry check for all staff and volunteers before contact with children 5104(3)
- ☐ Written staff/volunteer screening policy 5102(2)(c)
- ☐ Written plan to assure compliance with the child protection law 5102(2)(d)
- ☐ Written statement signed by all staff confirming notification of center's CPS policy and requirements of the CPS law 5102(2)(e)
- ☐ Current CPR, First Aid training for program directors; lead caregivers; other staff as needed 5102a(1); 5102a(4); 5103(2)(d); 5103a(4)(c)
- ☐ Blood-borne pathogen training (Within 6 months for new hires) 5102a(2), (3)
- ☐ Documentation of 12 clock hours of annual training for all caregivers 5102a(7)
- ☐ Documentation of Safe Sleep, Shaken Baby Syndrome training for infant/toddler lead caregivers 5102a(6)
- ☐ Medical report and TB test on all staff and volunteers 5104b(1), (2)
- ☐ Copy of staff driving record and copy of valid operator's license for all non-volunteer drivers 5610(2)

### REQUIRED STAFF RECORDS

- ☐ Completed Child Information Card, updated annually or when information changes 5111(1)
- ☐ Certificate of immunizations or waivers at initial attendance, update after 4 months 5111(3)
- ☐ Medical evaluation by physician:  
Yearly for infants 5115(6)(a)  
Every two years for older toddlers and preschoolers 5115(6)(b)
- ☐ Parent signed statement that school age child is in good health, has up to date on immunizations with record on file at school 5305(1)
- ☐ Written permission by parent for field trip participation at time of enrollment; notification before each field trip 5111(9)
- ☐ Prior written permission for medication 5113b(2)
- ☐ Annual written parent permission for topical: nonprescription medications (sunscreens, insect repellents 5113b(7)
- ☐ Signed parental permission for a child 33-36 months old to be enrolled in 3 year old classroom 5201a(2)(c)
- ☐ Written permission from infant's physician when an alternate sleeping position is necessary 5204a(4)
- ☐ Daily record for Infants birth – 12 months that includes: 5206(1)
  - Food intake info
  - Sleeping patterns
  - Elimination patterns
  - Developmental milestones
  - Changes in child's usual behavior
- ☐ Annual written parental permission for routine transportation 5615

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### REQUIRED CENTER RECORDS

- ☐ CPS reporting policy in writing 5102(2)(d)
- ☐ Written screening policy for staff, volunteers and parents 5102(2)(c)
- ☐ Written ongoing staff training plan 5102(3)
- ☐ Written discipline policy 5107(4)
- ☐ Updated equipment inventory at renewal 5108(5)
- ☐ Daily Attendance, with child's first and last names, arrival and departure times 5111(8)
- ☐ Serious accident/injury report when a child receives emergency medical treatment 5111a(2)
- ☐ Written health care plan for all centers including: 5111b
  - Health policies and procedures,
  - Hand washing, bodily fluids handling,
  - Cleaning and sanitizing,
  - Controlling infection and universal precautions,
  - Health related resources
- ☐ Log of fire and tornado drills 5113a(6)
- ☐ Record of medication administration, including signature of caregiver administering the medication 5113b(8)
- ☐ Written information packet to parents including: 5114(1)
  - Admission/withdrawal criteria
  - Schedule of operation
  - Fees
  - Discipline
  - Nutrition/food service policy
  - Program philosophy; daily schedule
  - Health care plan
- ☐ Floor plan of child use areas 5116(4)
- ☐ Documentation that outdoor play equipment complies with guidelines in 1997 Handbook for Public Playground Safety 5117(7)
- ☐ Documentation of primary care assignments 5202a(5)
- ☐ Documentation of weekly site visits by School-age Multi-site Program Director 5306(2)
- ☐ Annual motor vehicle inspection 5603(5), 5630(6)(b)
- ☐ Certification that vehicle is in compliance with Michigan vehicle safety code 5603(7)
- ☐ Vehicle insurance and registration 5610(1)(d)
- ☐ Fire Inspector before original issuance and every 4 years thereafter at renewal 5805(4)
- ☐ Inspection of fuel-fired furnace and water heater every 2 years at renewal 5805(6)
- ☐ Documentation of inspection or service of fire extinguishers 5845(3)
- ☐ Lead hazard risk assessment for newly licensed centers located in buildings built before 1978 5940(8)
- ☐ Integrated pest management program 5940(9)

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### REQUIRED POSTINGS

- ☐ License 5102(4)(a)
- ☐ Copy of current rules 5102(4)(b)
- ☐ Statement that criminal history checks are completed on employees 5102(4)(c)
- ☐ Daily activity guide for each age group 5106(5)
- ☐ Dated menus (with substitutions noted) 5110(5)
- ☐ Emergency procedures and evacuation plans, Fire, Tornado and Serious accident, illness or injury 5113a(5)
- ☐ Crisis management plan (posted in a manner for only staff to see) 5113a(5)
- ☐ Emergency numbers by telephone 5115(3)
- ☐ Guidelines for diapering and hand washing posted in diapering area 5209(7)
- ☐ Exit signs posted at all exterior exits 5820(11)
- ☐ Guidelines for hand washing posted in food prep areas and in toilet rooms. 5902a(1)

Notes: